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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Request to Address the Advanced Intelligence Seminar and the Chiefs of Station Seminar

1. Action Requested: It is recommended that you agree to address the Advanced Intelligence Seminar (AIS) on 9 February 1979 from 1530 to 1630 and the Chiefs of Station (COS) Seminar on 2 March 1979 from 1100 to 1200. Both sessions will be in the DCI Conference Room.

2. Background:

a. The AIS consists of 25 members selected from each of the major components within the Agency. The grade level is GS-13 through GS-15, and the average participant has had 15 years of Agency experience. The members collectively represent a wide variety of work experience; overall, the class includes some area analysts, field officers, scientific and technical specialists, and administrative and support officers. Previous seminars have requested that the Agency management view from the Director's office be included in the Seminar--specifically the Deputy Director of Central Intelligence. We would appreciate it if you could spend an hour with the Seminar and share with them your views and perspectives for the coming year. We would also like to invite you to the AIS Reception on 8 February 1979 from 1730 to 1930 in the Executive Dining Room.

b. We anticipate approximately ☐ overseas-bound chiefs of station and chiefs of base to be in our forthcoming COS Seminar. We request that you particularly address relations with the ambassador and the embassy. As you must be aware from the reaction of the previous classes, they appreciate your candid comments.

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SUBJECT: Request to Address the Advanced Intelligence Seminar and the Chiefs of Station Seminar

We would again appreciate it if you could spend an hour with the Seminar. This will be during the last week of the Seminar, and the class will have examined salient Agency issues and new realities in the operations environment.

3. Recommendation: Your agreement to participate in both Seminars is recommended.

Don I. Wortman

APPROVED: (Advanced Intelligence Seminar)

/s/ Frank C. Carlucci

Deputy Director of Central Intelligence

DATE: 24 JAN 1979

APPROVED: (Chiefs of Station Seminar)

/s/ Frank C. Carlucci

Deputy Director of Central Intelligence

DATE: 24 JAN 1979

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